

EMPLOYMENT OPPORTUNITIES

Customer Service Representative

Sterling Medical is accepting resumes for a Customer Service Representative in the Weisbaden Area.

Duties:

- Administrative Support to Office Personnel
- Customer Service Support for Incoming Clients
- Coordinate/Attend Required Meetings
- Correspondence/File Preparation

Qualifications:

- Associates Degree or 1 Year Work Experience or Combination
- 1 Year Customer Service Experience
- Strong Communication Skills
- Fluent in English (Speak, Read, & Write)
- Type 50 WPM
- Computer Literate

Hours:

- Monday – Friday, 8 a.m. to 5 p.m.

Required for Submission:

- Resume & Salary Requirements (Resume must reflect qualifications listed above)
- Copy of Degree – High School Diploma or Higher if obtained
- Military Family Members – Must submit copy of ID card and DEROS date
- Copy of Transcripts of Post Secondary Education

Contact Info:

Interested candidates should submit above items to Nichol R Mulligan by email at nmulligan@sterlingmedcorp.com or fax at 513-984-4909. Call 800-852-5678 x152 with any questions. Please reference code REC-WEIS

Administrative Assistant

Sterling Medical is accepting resumes for an Administrative Assistant in the Weisbaden Area.

Duties:

- Administrative Support to Office Personnel
- Develop/Maintain database and excel spreadsheets
- Schedule/Coordinate/Attend Meetings
- Marketing and Publicity for Office Events
- Correspondence/File Preparation

Qualifications:

- HS Diploma
- Computer Literate – 1 Year Experience utilizing Microsoft Office
- Previous Experience with file maintenance and correspondence preparation
- Fluent in English (Speak, Read, & Write)
- Valid Driver's License
- Must be able to start with 2 weeks notice

Hours:

- Monday – Friday, 8 a.m. to 5 p.m.

Required for Submission:

- Resume & Salary Requirements
- Copy of certification and/or degree
- Military Family Members – Must submit copy of ID card and DEROS date
- 3 Work Related Reference – Must provide all contact information
- Copy of Driver's License

Contact Info:

Interested candidates should submit above items to Nichol R Mulligan by email at nmulligan@sterlingmedcorp.com or fax at 513-984-4909. Call 800-852-5678 x152 with any questions. Please reference code ADMIN-WEIS